

CALL TO ORDER

Northern Inyo Healthcare District (NIHD) Board Chair Mary Mae Kilpatrick called the meeting to order at 5:30 p.m.

PRESENT

Mary Mae Kilpatrick, Chair
Melissa Best-Baker, Vice Chair
Jean Turner, Secretary
Ted Gardner, Treasurer
David McCoy Barrett, Member at Large
Stephen DeRossi, MSA, Chief Executive Officer
Allison Partridge RN, MSN, Chief Operations Officer / Chief Nursing Officer (*present via zoom*)
Adam Hawkins, DO, Chief Medical Officer
Alison Murray, Chief Human Resources Officer (*present via zoom*)
Sierra Bourne, MD, Chief of Staff

ABSENT

OPPORTUNITY FOR
PUBLIC COMMENT

Chair Kilpatrick reported that at this time, members of the audience may speak on any items not on the agenda on any matter within the jurisdiction of the District Board. Public comments shall be received at the beginning of the meeting and are limited to three minutes per speaker, with a total time limit of thirty minutes for all public comment unless otherwise modified by the Chair. The general Public Comment portion of the meeting allows the public to address any item within the jurisdiction of the Board of Directors on matters not appearing on the agenda. Public comments on agenda items should be made at the time each item is considered.

Public comments were heard from the following:

- Susan Cash

REPORTS FROM BOARD
MEMBERS

Chair Kilpatrick called attention to the Reports from Board Members.

Secretary Turner commented that she did not have a report, but wanted to make sure that the recently approved governance forms e.g., code of conduct, governance matrix, and calendar of time sensitive business are added to the Board of Directors orientation packet.

NEW BUSINESS

ELECTION OF BOARD
OFFICERS FOR
CALEDNAR YEAR 2024

Chair Kilpatrick called attention to the Election of Board Officers for Calendar Year 2024. Chair Kilpatrick proposed the following slate of officers:

- Chair, Melissa Best-Baker
- Vice Chair, Jean Turner
- Secretary, Ted Gardner
- Treasurer, David McCoy Barrett
- Member at Large, Mary Mae Kilpatrick

CHIEF EXECUTIVE
OFFICER REPORT

Chair Kilpatrick called attention to the Chief Executive Officer Report. Mr. DelRossi reported the following:

- Ridgecrest- Mr. DelRossi reported that Ridgecrest Regional Hospital plans to discontinue all women's services, including child birthing services starting February 2024. NIHD has been working to start advertising this month, and will continue to advertise for the next six months to communicate our support to the local Ridgecrest population in need of our services. Mr. DelRossi also added that following the February 2024 Ridgecrest discontinuation of women's services, NIHD will be the only facility offering child birthing services in the Eastern Sierra's.
- CFO Search- Mr. DelRossi reported that we have two strong candidates that have been invited to visit NIHD campus for follow up interviews within the next six weeks.
- Leadership Training- Mr. DelRossi reported that NIHD will soon be rolling out new leadership training through the current employee training system Relias. This new training will focus on improving communication, develop standardized language and methodology.

CHIEF FINANCIAL
OFFICER REPORT

Chair Kilpatrick introduced the Chief Financial Officer report.

- Financial & Statistical Reports:
 - Andrea Mossman presented the financial & statistical report. Discussion ensued.

Motion by: Melissa Best Baker

Seconded by: Jean Turner

Passed 5-0 vote

- Clifton Larson Allen (CLA) LLP Charge Capture SOW:
 - CLA has submitted a bid to complete a charge master review for NIHD. Per industry standards a facility like NIHD should be reviewed every two years and NIHD has not had a review in the last four.

Motion by: Ted Gardner

Seconded by: David McCoy Barrett

Passed 5-0 vote

- Mid-Year Projection: Mr. DelRossi reported that NIHD is waiting for the month of December to conclude and will have a report to present at the next Board of Directors meeting.

DISTRICT BOARD
RESOLUTION 23-08

Chair Kilpatrick introduced District Board Resolution 23-08

Chair Kilpatrick read Resolution 23-08 aloud.

Motion by: Ted Gardner
Seconded by: Melissa Best-Baker
Passed 5-0 vote

CERNER WORK QUEUE
MONITOR

Chair Kilpatrick called attention to the Cerner Work Queue Monitor.

Amanda Santana, Informatics Lead presented the Cerner Work Queue Monitor. Discussion ensued.

Motion by: Jean Turner
Seconded by: David McCoy Barrett
Passed 5-0 vote

BOARD OF DIRECTOR
BYLAWS

Chair Kilpatrick called attention to the Bylaws.

Discussion ensued.

Motion by: Jean Turner
Seconded by: Ted Gardner
Passed 5-0 vote

BRONCO CLINIC
PRESENTATION

Chair Kilpatrick called attention to the Bronco Clinic Presentation.

Dr. Stacey Brown and Colleen McCovey, PNP showcased the Bronco Clinic Presentation. Discussion ensued.

CHIEF OF STAFF REPORT

Chair Kilpatrick called attention to the Chief of Staff report.

Dr. Sierra Bourne presented the Chief of Staff report. Discussion ensued.

MEDICAL STAFF
APPOINTMENTS

Dr. Sierra Bourne introduced the Medical Staff appointments.

Dr. Sierra Bourne read the appointments aloud.

Motion by: Melissa Best-Baker
Seconded by: Ted Gardner
Passed 5-0 vote

MEDICAL STAFF
REAPPOINTMENTS

Dr. Sierra Bourne introduced the Medical Staff reappointments.

Discussion ensued.

Motion by: Melissa Best-Baker
Seconded by: Jean Turner

Passed 5-0 vote

ADDITIONAL
PRIVILEGES AND
CHANGE IN STAFF
CATEGORY

Dr. Sierra Bourne introduced the additional privileges and change in staff category.

Discussion ensued.

FORMS / POLICIES

Dr. Sierra Bourne provided an overview of the Form.

- Form:
 - Certified Nurse Midwife

Motion by: Jean Turner

Seconded by: Melissa Best-Baker

Passed 5-0 vote

Dr. Sierra Bourne provided an overview of the policies/procedures.

- Policies
 - Medical Waste Management Plan

Discussion ensued.

Motion by: Melissa Best-Baker

Seconded by: Ted Gardner

Passed 5-0 vote

MEDICAL EXECUTIVE
COMMITTEE REPORT

Dr. Sierra Bourne provided the Medical Executive Committee meeting report.

Discussion ensued.

CONSENT AGENDA

Chair Kilpatrick called attention to the consent agenda that contained the following items.

- *October 18, 2023 Regular Board Meeting Minutes*
- *November 15, 2023 Regular Board Meeting Minutes*
- *Department Reports*
- *Approval of Policies and Procedures*
 - i. *Workforce Access to His or Her own Protected Health Information*
 - ii. *Nursing Services Competency Plan*
 - iii. *Orientation/Cross Training Time Frames*
 - iv. *Nursing Students Requesting Clinical Preceptorship Rotation*
 - v. *Business Associate Agreements Execution and Management*
 - vi. *Governmental Agent Services*
 - vii. *Financial Assistance Policy*
 - viii. *DI Venipuncture by Radiologic Technologists*

- ix. *ALARA Program*
- x. *DI – Posting Requirements for Radiology*
- xi. *DI – Repeat Rate and Analysis*
- xii. *DI NM General Rules for the Safe Use of Radioactive Materials*
- xiii. *Diagnostic Imaging – C-Arm (fluoroscope) Radiation Safety*
- xiv. *Diagnostic Imaging – Disposal of radioactive sharps*
- xv. *Diagnostic Imaging – Guidelines for use of radiology equipment in other areas*
- xvi. *Diagnostic Imaging – Handling of Radioactive Packages, Non-nuclear medicine personnel*
- xvii. *Diagnostic Imaging – Imaging Equipment Quality Control*
- xviii. *Diagnostic Imaging – Maintenance of Diagnostic Imaging Equipment*
- xix. *Diagnostic Imaging – Monitoring and Documentation of Fluoroscopic Quality Control*
- xx. *Diagnostic Imaging – Nuclear Medicine New Employee/Annual Orientation*
- xxi. *Diagnostic Imaging – Ordering Privilege and Procedure*
- xxii. *Diagnostic Imaging – Ordering Radioactive Materials*
- xxiii. *Diagnostic Imaging – Radioactive Material Hot Lab Security*
- xxiv. *Diagnostic Imaging – Radioactive Materials Deliver After-hours Procedure*
- xxv. *Diagnostic Imaging – Radioactive Waste Storage and Disposal*
- xxvi. *Dosimetry Program – Occupational Radiation Exposure Monitoring Program*
- xxvii. *Mammography Medical Audit Procedure*
- xxviii. *Radiation Safety Committee Charter*
- xxix. *Radiology Services Pregnant Personnel*

Discussion ensued.

Motion by: Melissa Best-Baker

Seconded by: Jean Turner

Passed 5-0 vote

GENERAL INFORMATION
FROM BOARD MEMBERS

Chair Kilpatrick called for information from Board Members.

Mr. McCoy Barrett shared his first months experience as a new member of the Board of Directors and praised the dedication and compassion of the employees he has been able to speak with. Mr. McCoy Barrett also

commended CEO DelRossi on his leadership style and daily efforts serving NIHD and the local community.

Secretary Turner voiced that she recently participated in an Association of California Healthcare Districts' (ACHD) Board meeting and reported that the main topics discussed were healthcare district financial constraints and executive level turnover rate. Secretary Turner added that a lot of what was discussed were issues for which NIHD also has concerns. Secretary Turner also added that one of the hot topics at the yearly conference is school-based clinics and suggests that NIHD present in the near future.

Vice Chair Best-Baker also voiced her appreciation to CEO DelRossi and the Executive Team for actively reaching out and communicating with our neighboring healthcare facilities.

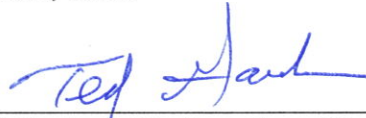
ADJOURNMENT

Adjournment at 08:06 p.m.



Melissa Best-Baker, Northern Inyo Healthcare
District, Chair

Attest:



Ted Gardner, Northern Inyo Healthcare District,
Secretary